

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND  
POSITION DESCRIPTION**

**POSITION TITLE:** TRANSPORTATION MANAGER

**POSITION LOCATION:** ASDB

**POSITION REPORTS TO:** Administrator, ASDB-Tucson under direction of the Operations Program Manager for operations functions with shared performance evaluation

**POSITION SUPERVISES:** Equipment Repair Technicians and Transportation Coordinator I

**MINIMUM QUALIFICATIONS:** High School diploma or GED with two years' experience managing a large vehicle operation or as a dispatcher, scheduler, or driver trainer; course work in business or public administration; administrative and supervisory experience; experience including public contact

**PREFERRED QUALIFICATIONS:** Associate's Degree in business or public administration including budgeting; management experience in school transportation; ability to communicate using sign language

**MAJOR DUTIES AND RESPONSIBILITIES:** Ensures that agency transportation and personnel programs are in compliance with applicable laws and policies; plans appropriate driver training; ensures bus routes are scheduled in an efficient, economical, and safety-conscious manner; ensures vehicles are maintained; schedules repairs; plans and coordinates ASDB bus program; participates in securing contracts for transportation services; long-range transportation planning; analyzes operations and conducts special studies; develops and maintains standard operating procedures; analyzes and recommends operating budget requirements, personnel, and equipment purchases; supervises preventative maintenance program; supervises directly and indirectly and is involved in full range of transportation personnel issues including, but not limited to evaluation, conduct and discipline, leave approvals, etc.; manages staff in accordance with federal and state laws and agency policies and procedures; works to ensure a positive and safe work environment; manages use of computers in Transportation Department; ensures that trained substitutes are available in case of absence; other related duties as assigned.

**SPECIAL REQUIREMENTS/CONDITIONS:** Must pass a beginning sign language course at one year of employment; must utilize personal protective equipment as required.

<b>PAY PLAN:</b> <u>Administrator/Contract</u>	<b>GRADE:</b> <u>30</u>	<b>FLSA:</b> <u>Exempt</u>	<b>DATE:</b> <u>Revised: 7/2006</u>
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